

Maintenance, Requisitioning, and Distribution
of Doctrinal Publications

I. INTRODUCTION

1. Doctrinal publications facilitate mission accomplishment, therefore commanders must take a personal interest in publications ordering and maintenance. Marine Corps units, both Regular and Reserve, shall maintain doctrinal publications appropriate to the mission of the organization.

2. Page 7 of this enclosure contains a table that depicts a consolidated listing of stock points, method of requisitioning, and references for all publications identified throughout this Bulletin. This table compliments the amplifying instructions which follow and is intended to be used as a quick reference guide.

3. Instructions contained in this enclosure are written with the assumption that Marine Corps users have at least a working knowledge of maintenance and requisitioning procedures for doctrinal publications within the Marine Corps Publications Distribution System (MCPDS), to include ordering of classified publications. The MCPDS Field User System is an on-line interactive system that facilitates continuing distribution of changes and revisions for basic publications held by a command or activity that has been assigned an Individual Activity Code (IAC). Traditionally, users of MCPDS reside in the Adjutant, S-1, or Administrative Section of an activity. The MCPDS Users Manual (UM-MCPDS 5605 [Publication Control Number (PCN): 187 300000 00]) contains detailed instructions for establishing access to MCPDS and also provides commanders specific information for maintenance and ordering procedures.

II. ESTABLISHING PUBLICATION REQUIREMENTS

1. Publication Listing (PL). The PL is an electronic display in MCPDS which lists every publication which is to be distributed automatically to a unit.

a. Every unit that receives publications has an IAC and PL. Commanders for each unit must determine publications requirements because every unit is unique. This uniqueness is derived from, among other things, mission, geographic location, and experience of the members of the unit. Since the missions and the experience level of personnel change there can be no fixed unit requirement for publications. Publication requirements should be realistic and based on mission-essential criteria.

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b. Before a change or revision of a publication is printed, the number of copies the Marine Corps needs is determined. This total is determined by adding all the inventories for a particular publication in all unit PL's and then adding 30 percent more for stock. Changes or revisions are then distributed automatically to units possessing that doctrinal publication on their PL in the numbers indicated. Commanders must continue to make their needs known by periodically reviewing and updating the unit PL.

c. Units should take a methodical approach to ordering doctrinal publications. Every unit must also develop an efficient system for ordering and replacing publications. Compared to the cost of equipment and training, manuals are very inexpensive.

2. Maintaining a PL

a. Supervision is the most important action taken in maintaining and revising a PL and ordering publications. PL managers should aggressively review and followup on the status of all publication requests, as well as closely track unit requirements for additional or replacement publications.

b. Commanders enjoy significant latitude in adjusting total publication quantities listed on their PL. The number of doctrinal publications identified should reflect the quantity the commander considers **mission-essential**.

c. The commander (or designated agent) accesses the PL via the Marine Corps data system to report the unit's requirements for mission-essential doctrinal publications.

III. REQUISITIONING PROCEDURES

1. MCPDS On-Line Doctrinal Publications Requisitioning. MCPDS is a system that provides support of the initial issuance of publications by sponsors and allows electronic management of the activity's requirements for publications.

a. Marine Corps Publications. Most Marine Corps publications are stocked at the Marine Corps Logistics Base (MCLB), Albany, GA and can be ordered electronically by PCN through the MCPDS. Publications listed in enclosure (4) of this Bulletin that have PCN's can be ordered through MCPDS. MCPDS users will submit requests for publications not stocked in the MCPDS in standard Naval letter format to the CMC (ARD) and include the following information:

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(1) Complete identification of the publication(s) including number, title, and stock number (if known), and the source document in which identified.

(2) Equipment Item Designator Number, if applicable.

(3) Source of supply, if known.

(4) Justification for the publication.

(5) Point of contact, telephone/FAX numbers, IAC, E-Mail address, and whether the requirement is for one-time issue or continuing distribution.

b. Classified Marine Corps Publications

(1) Marine Corps activities with a requirement for classified Marine Corps publications will requisition by PCN through the MCPDS.

(2) Services outside of the Marine Corps with a requirement for classified Marine Corps publications will submit a written request to CMC (ARDE) in Standard Naval Letter format to include the following:

(a) Statement attesting that classified storage capabilities exist.

(b) Publication short title and subject, if known.

(c) Number of copies required, with justification.

(d) Point of contact to include name and telephone number.

(e) Complete military mailing address.

(3) CMC (ARDE) will coordinate with the sponsoring activity of the classified publication prior to authorizing release to the requesting unit. For additional information, contact CMC (ARDE) at DSN 224-2951, Com1 (703) 614-2951.

c. Joint and Multi-Service Publications. Most joint and multi-Service publications are stocked at the MCLB, Albany, GA, and can be ordered electronically by PCN's through the MCPDS. Multi-Service publications and joint publications identified on the Doctrine homepage can be ordered through the MCPDS.

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d. Army Publications. Army publications that are distributed, stocked, and issued through the Marine Corps publications distribution system are stocked in MCLB, Albany, GA, and can be ordered electronically by PCN's through the MCPDS. Army FM's identified on the Doctrine homepage can be ordered through the MCPDS. MCPDS users will submit requests for Army publications which are not stocked in Albany, GA, in the same manner as prescribed in subparagraphs III.1a(1)-(5) above.

2. Activities outside of the Marine Corps. Activities outside of the Marine Corps that do not have access to the MCPDS will requisition doctrinal publications (regardless of type) in the following manner:

a. Submit a written request to CMC (ARDC) in Standard Naval Letter format via mail or FAX DSN 224-1209, Coml (703) 614-1209.

b. Requests should include the publication short title, subject, number of copies required, point of contact (name, grade, phone and FAX numbers), and a complete mailing address where publications should be mailed.

c. Additional ordering information can be obtained from CMC (ARDC) at DSN 224-1748, Coml (703) 614-1748.

3. Special Categories

a. Naval Doctrine Publications (NDP). NDP's identified on the Doctrine homepage may be obtained from the Defense Distribution Depot, Bldg 5, 5450 Carlisle Pike, Mechanicsburg, PA 17055. Requisitions for NDP's should be transmitted to Defense Automatic Addressing System Office using communications routing indicator "COMMRI RUCIZZA." If you do not have a Communications Center, submit full MILSTRIP, with routing identifier "NFZ" in record position 4-6, in message format to DAAS Dayton, OH (COMMRI RUEOZZA). For further information, contact Customer Service at the Defense Distribution Depot, Coml (717) 790-1204.

b. Tactical Memorandums (TACMEMO), Tactical Notes (TACNOTE), and Naval Warfare Publications (NWP)

(1) Current TACMEMO's and TACNOTE's are identified and contained in the Navy Tactical Information Compendium (NTIC) Series A CD-ROM disc and NWP's are identified in NTIC Series B CD-ROM disc. Activities not receiving NTIC Series A and B CD-ROM's may request automatic distribution in Standard Naval Letter format (on letterhead stationery) to the Navy Warfare Development Command (Attn: NTIC Coordinator), 686 Cushing Road, Newport, RI 02841, and include the following:

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(a) Identify whether you require the classified or unclassified listings (classified requesters will automatically receive unclassified listing). Classified listings require justification.

(b) Complete mailing address.

(c) Point of contact to include name and telephone number.

(2) Activities requesting to be placed on automatic distribution of the publications identified in NTIC Series A and B CD-ROM's will request same in the procedures identified in paragraph III.3b(1) above.

(a) Requests for missing and/or one time requirement for publications listed in the NTIC Series A will be accomplished via Standard Naval Letter format request to the address contained in paragraph III.3b(1) above.

(b) Requests for missing and/or one time requirement for publications listed in the NTIC Series B will be accomplished in the same manner prescribed in paragraph III.3a above (MILSTRIP requisition). Publication stock numbers for requisitioning are identified in NAVSUP P-600, Naval Logistics Library (NLL) (MCPDS PCN for NLL requisition: 208 006000 00).

(3) For additional information, contact the Navy Warfare Development Command-Washington, at DSN 288-3678 (Series A) or DSN 288-6133 (Series B), Coml (202) 433-3678 or (202) 433-6133, respectively.

c. Operational Handbooks (OH)

(1) OH's identified in enclosure (4) as "ORDER MCCDC" in the remarks section are stocked at the MCCDC. They can be ordered in Standard Naval Letter format from the CG MCCDC, 3300 Russell Road, Suite 318A, Quantico, VA 22134-5021 (C 42), via mail or FAX DSN 278-2917, Coml (703) 784-2917 to include: (Note: OH's are being phased out and replaced by MCWP's and MCRP's so only limited quantities are available.)

(a) Publication short title and subject.

(b) Number of copies required.

(c) Point of contact (name, grade, telephone and FAX number).

(d) Complete mailing address where publications should be mailed.

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(2) OH's identified in enclosure (4) as "ORDER AS TACMEMO" in the remarks section are stocked at the Navy Warfare Development Command- Washington and can be requisitioned in the same manner prescribed in paragraph III.3b(2)(a) above.

(3) For additional information contact the Administrative Branch, Doctrine Division, MCCDC, at DSN 278-6230/6233, Coml (703) 784-6230/6233.

IV. REFERENCES. References needed to maintain and order doctrinal publications are as follows:

MCO 5600.20, *Marine Corps Warfighting Publications System*
PCN: 102 086400 00

MCO P5600.31, *Marine Corps Publications and Printing Regulations*
PCN: 102 086500 00

UM-MCPDS 5605, *Marine Corps Publications Distribution System (MCPDS) Users Manual*
PCN: 187 300000 00

MCO P4790.2, *MIMMS Field Procedures Manual*
PCN: 102 065451 00

Stock List 1-3, *Index of Publications Authorized and Stocked by Marine Corps*
PCN: 120 000003 00

NTIC Series A and Series B CD-ROM's, Navy Warfare Development
Command-Washington Telephone: DSN 288-6163/3678, Coml (202) 433-6163/3678

NAVSUP P-600, *NLL*
PCN: 208 006000 00

MCBul 5600 (current edition), *Marine Corps Doctrinal Publications Status*

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DOCTRINAL PUBLICATIONS
STOCK POINTS AND REQUISITION METHODS

TYPE PUB	STOCK POINT	REQUISITION METHOD	REMARKS
Marine Corps	Marine Corps Logistics Base Attn: Publications 814 Radford Blvd Suite 20321 Albany,GA 31704-0321 DSN: 567-5818/9 COML: 912-439-5818/9	MCPDS (Marine Corps Activities) or Standard Naval Letter (Non-Marine Corps Activities)	<u>References:</u> MCO P5600.31 MCO 5600.49 UM-MCPDS 5605 <u>MCCDC POC:</u> Mrs. Morgan DSN 278-6233 Coml: 703-784-6233
Multi-Service and Joint	Marine Corps Logistics Base Attn: Publications 814 Radford Blvd Suite 20321 Albany,GA 31704-0321 DSN: 567-5818/9 COML: 912-439-5818/9 CMC (AREC) POC for Non-Marine Corps Activities DSN: 224-1748 COML: 703-614-1748	MCPDS (Marine Corps Activities) or Standard Naval Letter (Non-Marine Corps Activities)	<u>References:</u> MCO P5600.31 MCO 5600.48 JtPub 1-01 UM-MCPDS 5605
Operational Handbooks	Commanding General Doctrine Division (C42) MCCDC 3300 Russell Road Suite 318A Quantico VA 22134-5021 DSN: 278-6230 COML: 703-784-6230 Navy Warfare Development Command 686 Cushing Road Newport, RI 02841 DSN: 948-4626/1004 COML: 401-841-4626/1004	Standard Naval Letter FAX: (DSN) 278-6083 (COML) 703-784-6083 Message/E-Mail or Telephonically	<u>References:</u> NTIC Series A <u>MCCDC POC:</u> Mrs. Morgan DSN 278-6233 Coml: 703-784-6233
NDP's	Defense Distribution Depot Bldg 5, 5450 Carlisle Pike Mechanicsburg, PA 17055 COML: 717-790-1204	Message or MILSTRIP	<u>References:</u> MCO P5600.31 MCO P4790.2 NAVSUP P-600
NWP's, TACMEMO'S, TACNOTES	Navy Warfare Development Command 686 Cushing Road Newport, RI 02841 DSN: 948-4626/1004 COML: 401-841-4626/1004	Standard Naval Letter or Message or MILSTRIP or Telephonically	<u>References:</u> NTIC Series A & B NAVSUP P-600
ARMY PUBS	Marine Corps Logistics Base Attn: Publications 814 Radford Blvd Suite 20321 Albany,GA 31704-0321 DSN: 567-5818/9 COML: 912-439-5818/9	MCPDS	<u>References:</u> MCO P5600.31 UM-MCPDS 5605

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